

Uploading files and photos into Moodle.

In the assignment area, click on “Add Submission” and the screen will open like this below.

You can either type your text directly online in the “Online Text” box (top box) or upload separate files or a folder of files in the “File submissions” section. Photos are also uploaded in the “File Submissions” section.

****I would suggest uploading any text in a separate word or pdf file, so you have that file saved on your computer before submitting it here. Anything you type directly in the “Online text” area remains in the course, and you will not be able to refer to that once the course closes.**

The screenshot shows the 'Add submission' interface in Moodle. It is divided into two main sections: 'Online text' at the top and 'File submissions' at the bottom. The 'Online text' section has a large text area with a rich text editor toolbar. The 'File submissions' section has a 'Files' area where files can be uploaded. A blue arrow points from a text box on the left to the 'Files' area, and another blue arrow points from a text box on the right to the 'Files' area.

▼ Add submission

Online text

Upload pictures and documents by clicking here or drag and drop files in this section.

File submissions

Files

ladybug.png

Save changes Cancel

You can drag & drop files directly here as well